

Position Requirements Document Cover Sheet**Position Number: 14017****Classification:** ~~Chief Financial Manager, NH-0505-04~~ *Financial Management Specialist (Supv), YA-0505-03**Local Title:** Chief Financial Manager**Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Project Support Group3rd Div: Finance Directorate4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Traci Jones**Title:** Project Support Executive**Signature:** _____ //S//**Date:** 7 Dec 06**Higher Supervisor or Manager:****Title:** _____**Signature:** _____**Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: James T. Blake**Title:** Program Executive Officer, PEO STRI**Signature:** _____ //S//**Date:** 8 Dec 06**FLSA:** Exempt**Drug Test:** No**Key Position:** No**Sensitivity:** NCS**Reason for Submission:** New**Previous PD Number:****Envir. Diff:****Acq Posn Category:** K**Acq Career Level:** 3**Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** ☐ Public Financial ☒ Confidential Financial☒ Supervisor ☐ Manager ☐ Neither**Citation 1:** OPM PCS Financial Management Series, GS-505, Aug 69**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99****Pen and ink change** made on 4-17-07 to reflect NSPS titling and pay banding. Duties remain unchanged.+****BUS Code:** 8888 **CL:** 1505**Emergency Ess:****OPM Functions Code:****Status:** Competitive**Subject to IA:** No**Mobilization:****Career Prg ID:** 11**CAPL Number:****Acq Posn Type:** 2**Acq Prog Ind:****Career Spec – Sec:****Mobility:**

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Finance Directorate, Project Support Group (PSG) in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

~~Chief Financial Manager, NH-505~~ IV. Financial Management Specialist (Supv), YA-0505-03

III. Duties:

Serves as the Chief Financial Manager and senior resource advisor to the Program Executive Officer, PEO STRI. Exercises administrative and technical supervision over a staff of financial resource personnel responsible for the execution of complex financial programs. Oversees fiscal policy promulgation, budget execution year allocation, and accounting services for the PEO.

Provides short-range continuity and expertise in the budgeting, analysis and accountability activities for all PEO resources. Advises the PEO leadership on all matters pertaining to financial resources responsibilities. Manages the program/budget integration process for all PEO budget activities to include establishing and monitoring financial policy and procedures, defining program submission requirements, coordinating the execution of the PEO budget and ensuring implementation of decisions affecting the allocation of agency resources. Assists in the review, evaluation, and performance/budget integration of all PEO programs. Participates in the implementation of sound financial management practices, produces required budget and audit reports. Complies with the President's Management Agenda, Office of Management and Budget guidance, and other administrative and legislative oversight instructions. Provides oversight of all PEO activities that lead to the preparation of the Agency's Annual Financial Statements and Annual Statement of Assurance. Assists in managing the review, analysis and execution of all PEO resources to include regulatory and accounting activities and corrective action plan implementation for auditable financial statements. Coordinates financial exchanges between PEO

STRI Finance Directorate, The Acquisition Support Center (ASC), Assistant Secretary of the Army (Acquisition, Logistics, and Technology (ASAALT), and Army Budget Office (ABO).

Provides strategic objectives for the development, analysis and maintenance of the PEO policies for business processes of accounting, payroll, financial systems, budgeting and funding systems. Briefs, analyzes and makes recommendations for alternative courses of action relating to financial systems to the Project Support Executive, PEO, DPEO, or other senior executives/managers. Implements and manages all financial systems mandated by DA.

Performs other duties as assigned.

Supervisory Responsibilities

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the Organization's Affirmative Action/EEO Program. Ensures EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management in assessing contribution and preparing statements of duties and experience for Demonstration employees. Develops performance standards. Makes decisions on nonroutine costly, or controversial training needs and training requests related to employees of the unit. Approves leave. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building or improve business practices. Directs the professional development of the financial management workforce, ensuring finance personnel have the appropriate knowledge, skills, abilities, certifications, and are performing to the satisfaction of the Project Managers and/or other managers. Adjusts financial workforce for future needs. Forecasts financial resource requirements (numbers and skills). Monitors resource utilization versus forecast. Coordinates augmentation of matrix personnel (e.g. SETA).

Critical Acquisition Position

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment.

IV. Factors:

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation

Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations

Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision

Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups

or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication

Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management

Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Security Clearance and Travel Requirements

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes.

Ability to analyze proposed or directed changes in Financial Management law, regulations and concepts and assess the impact on programs, policies, and procedures.

Ability to establish effective working relationships with all levels of key management officials inside and outside the immediate work unit.

Ability to make verbal and written presentations in a clear and concise manner in order to develop strategy to prevail or compromise, when challenged, without detriment to programs or loss of overall objectives.

Ability to plan and direct the work of subordinate staff and lead ad hoc working groups in order to accomplish the mission and functions of the Directorate.

Knowledge of the PEO Strategic Plan, to include its goals and objectives.

Knowledge of the DoD and DA budget execution process and the missions, functions, and organization structure of PEO STRI Community.

Knowledge of DoD accounting and financial systems.

Ability to provide guidance and advice to customers in the area of programs and financial management.

Ability to originate new ideas, projects, studies, and methodologies and to plan and execute complex, multi-faceted projects.

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze budget impacts on programs; and to forecast long-term funding requirements

Ability to research, analyze, interpret and apply rules, regulations, and procedures.

Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate

recommendations.

Ability to work cooperatively as a member of a team.

Ability to supervise and lead others.

Leadership ability, including the ability to coach, mentor and challenge subordinates; ability to adapt leadership style to a variety of situations.

Skill in interpersonal relations